



CITY OF RICHARDSON PARKS & RECREATION  
SPECIAL USE REQUEST FORM

**This is not a pavilion reservation form. Please contact Heights or Huffhines recreation center to book a pavilion.**

Submit this form only if seeking approval for hosting special activities within a City of Richardson park.

Please review and sign the Conditions of Use before submitting.

For additional inquiries, contact Parks & Recreation at (972) 744-4300

Return this form to [AskRichardsonParks@cor.gov](mailto:AskRichardsonParks@cor.gov) no later than **two weeks** prior to the activity date

Today's Date: \_\_\_\_\_ (Please check if applicable) \_\_\_\_\_ I have rented a pavilion

Type of Activity: \_\_\_\_\_

Date of Activity: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Park and/or Area Requested: \_\_\_\_\_

Anticipated # of Attendees: \_\_\_\_\_ Anticipated # of Parking Spaces Needed: \_\_\_\_\_

I am requesting approval for the following items: (If answering yes, please provide details for each item.)

Electricity Yes No Details \_\_\_\_\_

Amplified Sound Yes No Details \_\_\_\_\_

Fees/Donations Yes No Details \_\_\_\_\_

Catering/Food Vendor Yes No Details \_\_\_\_\_

Inflatable(s) Yes No Details \_\_\_\_\_

Tent Yes No Details \_\_\_\_\_

Tables/Chairs Yes No Details \_\_\_\_\_

Please describe any other requests not listed above for which you are seeking approval: \_\_\_\_\_

\_\_\_\_\_

Does your activity require advertising or other types of promotion to the general public? If so, please provide details:

\_\_\_\_\_

Contact Information:

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

|   |              |
|---|--------------|
| PARD USE ONLY – Reviewed and approved by: |              |
| Parks: _____                              | Admin: _____ |
| Director: _____                           |              |
| Comments: _____                           |              |
| _____                                     |              |
| _____                                     |              |
| Date: _____                               |              |

Conditions of Use:

Unless waived by the director of Parks and Recreation, Parks and Recreation Ordinances (Chapter 15) will apply at all times. [https://library.municode.com/tx/richardson/codes/code\\_of\\_ordinances](https://library.municode.com/tx/richardson/codes/code_of_ordinances). Please make special note of the following:

- Photographs of this form will not be accepted for final approval. Please submit the completed form as a pdf via email or mail to:  
City of Richardson Parks and Recreation Dept.  
P.O. Box 8030309  
Richardson, TX 75083-0309
- Most park pavilions are not reservable spaces and are considered first come first served. Reservable pavilions include: Breckinridge Gazebo (B complex) Breckinridge (C complex), Cottonwood Park, Crowley Park (south pavilion), Huffhines Park. If reserving a pavilion is part of this request, the preferred pavilion must be booked before submitting this form.
- All cars must remain in designated parking areas. Absolutely no driving onto the park! This includes vendor deliveries and pick up.
- Please do not attach anything to trees or damage plant material.
- Some pavilions have electrical receptacles that are available for use. There is one (1) 110 volt / 20 amp circuit. If the available power is exceeded, the circuit will fail and won't be reset during the activity. If the power requirements exceed what is available, please plan to supply a generator.
- Food trucks may not vend from city streets and must possess appropriate permits from City of Richardson's Health, Fire, and Police Departments. Other special requirements related to food trucks will apply.
- Please bring extra trash bags.
- Please clean up your event area. Leave no trace! Full trash bags may be left in or near park trash receptacles.
- There is no alcohol permitted in the park.
- Amplified sound is defined as a powered speaker. A special waiver is required.
- The use of inflatables requires a minimum of \$1M in general liability coverage and must list the City of Richardson as an additional insured on the certificate of insurance.
- Special use requests must be submitted no later than two weeks prior to the date of the activity.

I have read and understand these Conditions of Use and if approved, agree to abide by these and all Parks and Recreation Ordinances.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_